

Historic Faubourg Tremé Association



Tremé Fall Festival Grant Application Form



Grant Period: January 1, 2019 to December 31, 2019
 Grant Deadline: September 25, 2018
 Questions: Email grants@hfta.org

Project Information

Title of project/program:
Amount requested between \$500 and \$2,000:

Applicant Information

Do you have 501.c.3 status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, only provide contact information for your 501.c.3 organization under APPLICANT	
If no, complete information for both the APPLICANT and the FISCAL AGENT.	
APPLICANT	FISCAL AGENT Only complete this section if you do not have 501.c.3 status
Name of Organization:	Name of Organization:
Tax ID #/EIN:	Tax ID #/EIN:
Mailing Address, City, State, Zip Code:	Mailing Address, City, State, Zip Code:
If different than mailing address, Physical Address:	If different than mailing address, Physical Address:
Organization Website:	Organization Website:
Organization Phone:	Organization Phone:
Contact Person/Title:	Contact Person/Title:
Contact Phone:	Contact Phone:
Contact Email:	Contact Email:

Applicant History

What date was the Applicant established?
What is the mission of the organization?
Is this the first time for this project or program for which you are seeking grant funding? <input type="checkbox"/> Yes <input type="checkbox"/> No - If no, how many years has this project or program been in existence?

Description of Project and Budget

On a separate sheet of paper, provide the following information:

1. **Narrative Attachment** (2 pages max, 12 pt. font, ½ inch margins): Describe the project/programming by addressing the Evaluation Criteria in your narrative. You should include a description of your program, what the organization's other projects and activities include and how this project/program fits within your organization. Your narrative responses should describe the significance of this project/programming to the history and culture of the Tremé community and how it serves the community. You should describe how the project will enhance Tremé and where this project will be located. You can submit additional information, brochures, pamphlets, maps, etc. as support for your application.
2. **Budget Attachment:** Provide a budget for the project, detailing revenue and expenses and any matching funds associated with the project.

Assurance and Certification of Applicant

Assurances:

The applicant hereby gives assurances to the Historic Faubourg Tremé Association that: (1) the applicant has read and understands all information contained in the Tremé Fall Festival Grant Program Guidelines; (2) the activities and services proposed in this application will be administered by the applicant organization; and (3) any grant funds received for this application will be used exclusively for payment of allowable expenditures incurred for proposed services as described in this grant application and all required attachments, and (4) such grant funds will be administered by the Applicant and/or Fiscal Agent. The undersigned have been duly authorized by the governing authority of the Applicant to submit this application to the Historic Faubourg Tremé Association. We hereby certify that all figures, statements, and representations made in this application, including any attachments, are true and correct to the best of our knowledge. Signatures are required and indicate that the signer has read the above "ASSURANCES" and agree to the grant conditions. The application with the signature constitutes a legal document. One original and 2 copies of the full grant application must be submitted to the Historic Faubourg Tremé Association.

Certification:

Applicant Organization:	Fiscal Agent (if you do not have 501.c.3 status, both the Applicant and Fiscal Agent must sign):
Signed:	Signed:
Print Name:	Print Name:
Title:	Title:
Date:	Date:

Submit Your Application

Submit 3 copies of your application package that includes the following:

1. Signed Grant Application Form
2. Narrative Attachment
3. Budget Attachment
4. Proof of 501.c.3 IRS status (or Fiscal Agent)
5. Louisiana Secretary of State Annual Report showing organization in good standing
6. List of Current Board Members with 1-2 sentence bio
7. Optional: 1 set with examples of programming

Application materials must be postmarked by September 25, 2018 to:

Historic Faubourg Tremé Association
P.O. Box 50181
New Orleans, LA 70150-018